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13 AUG 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Chilled Water Outage Required on Saturday
and Sunday, 21 and 22 August 1971

1. The purpose of this memorandum is to request your concurrence to reschedule a chilled water outage at Headquarters originally scheduled and approved for Saturday and Sunday, 7 and 8 August, to Saturday and Sunday, 21 and 22 August 1971. The reason for the outage is to allow contractors to connect new switchgear for the new chillers and the new cooling tower to existing switchgear. The outage planned for 7 and 8 August had to be cancelled because the connecting bus bars were not delivered on time as promised and were fabricated incorrectly.

2. The rescheduled outage will proceed in the same manner as originally planned:

a. Saturday, 21 August 1971 - 0700 to 1700 Hours

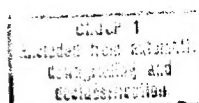
Remove from service two chillers and two cooling tower cells. This amounts to a reduction of 50 percent of chiller capacity. Install new switchgear for two new chillers in the powerplant extension and for the fan on the fifth cell of the cooling tower. With some manipulation of air handlers, we will have sufficient capacity to maintain reasonable comfort conditions in both the Headquarters Building and the Printing Services Building.

b. Sunday, 22 August 1971 - 0700 to 1700 Hours

Continue to install switchgear and, in addition, proceed to install a large strainer screen in the sump of the new fifth cell of the cooling tower. It will be necessary to drain the sump which services all cooling tower cells. All cells and all chillers will be out of service.

3. During the period of reduced service on both days, supplementary refrigeration systems serving all special-use areas (computers, Signal Center, DATACOM, Watch Office, etc.) will be in operation.

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4. Comfort conditions on the seventh floor are expected to be adequate on Saturday. During the outage on Sunday, the seventh floor will continue to be ventilated; and although the interior temperature will rise, it is expected to be somewhat lower than the exterior temperature.

5. Coordination of this chilled water outage will be made with all Agency components in the same manner as is accomplished for all scheduled power outage tests in the Headquarters Building.

6. Your concurrence in proceeding with the outage as outlined is requested. While your concurrence is pending, we will proceed with planning and coordination.

Signed: John F. Blake

**John F. Blake
Director of Logistics**

CONCURRENCE:

John W. Coffey
Deputy Director
for Support

10 AUG 1971
Date

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2 - DD/S Chrono, Encl.

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